

## LITTLE TRAVERSE BAY BANDS OF ODAWA INDIANS

### Job Posting

<b>Job Title:</b>	<b>Behavioral Health Office-Intake Coordinator</b>
<b>Department:</b>	Health
<b>Reports To:</b>	Behavioral Health Manager
<b>Status:</b>	Non-Exempt
<b>Salary Range:</b>	\$15.13 to \$20.47 per hr. / (\$31,475-\$42,584) Annual
<b>Level:</b>	4
<b>Opens:</b>	<b>October 28, 2015</b>
<b>Closes:</b>	<b>November 18, 2015</b>

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#### SUMMARY

The person in this position must demonstrate excellent organizational skills, have the ability to maintain a high level of client confidentiality, have excellent communication skills, and be able to function effectively in an environment that may at times be stressful. This person must be self-directed, be the main person of clerical support for the staff, responsible for client intake and direct to appropriate counselor/therapist, have excellent computer skills, perform clerical duties efficiently, schedule meetings, maintain travel arrangements for Behavioral Health staff, and maintain an efficient and accurate records keeping system for the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Manage the Behavioral Health office so it runs smoothly and efficiently to better serve clients/ tribal citizens.
- Assist Behavioral Health Manager in day-to-day operation of program.
- Manage records of grant funded programs and clients including Access to Recovery (ATR). Conduct ATR intakes and follow-ups, reconcile duplicate transactions, submit voucher transactions, keep record of each client's transaction balance, order and reconcile fuel vouchers as well as follow-up incentives against tracking records, distribute follow-up incentives, locate clients to complete follow-ups, file ATR vouchers and paperwork. Request, process and shop for recovery support items for ATR clients. Inform ITC of new/resigned ATR staff providers. Prepare for ATR audits. Process purchase requisitions and check requests for Behavioral Health program. Research, order, receive and inventory office supplies and arrange for equipment maintenance.
- Inventory and procure client coffee/supplies.
- Maintain client tracking record and binder for initial client screenings for Behavioral Health.
- Work with MIS staff to set up networking staff computers.
- Assist in reception area and at reception desk. Welcome visitors and clients and direct to appropriate staff in building/let staff know client is waiting to see them. Perform initial screening of clients, being alert for suicidal ideation and directing to therapist.
- Answer incoming phone calls, answer questions, and provide information about program.
- Develop and maintain efficient record keeping/file system.
- Maintain and update Behavioral Health Policies/Procedures Manual and Protocol books of staff. Update program forms.
- Assist in preparing for CARF accreditation. Assist in quality Improvement Plan to maintain CARF accreditation.
- Assist Manager in preparing budget, budget modifications and keeping account of revenues/expenses.
- Assist clinical staff in residential treatment placement of clients, and obtain funding through ATR.

- Compose and type routine correspondence, reports and other records.
- Read and route incoming mail.
- Arrange and coordinate Behavioral Health staff's travel schedules and reservations through the Accounting Department. Keep files of all travel documents. Register for staff webinars.
- Coordinate meetings, including reservations and preparation of facilities. Prepare agendas, record and transcribe minutes of meetings.
- Attend quarterly Behavioral Health Communication Network meetings with BH Manager.
- Schedule and conduct extensive client intake interviews. Initiate client paperwork/intake requirements. Keep intake packets and client handouts current, copied and available to staff.
- Update program brochure and AA/Al-anon meetings brochure.
- Fax monthly court reports and file.
- Help train new staff on program procedures and ATR process. Prepare offices for new staff.
- Assist with case management.
- Send out annual Affiliation and Referral Agreements.
- Willing to learn and abide by the principles and philosophy of the LTBB Behavioral Health Program, the Federal laws of confidentiality, and the LTBB Code of Ethics.

### **EDUCATION and/or EXPERIENCE**

Associates Degree in office administration or equivalent from a two-year college or technical school preferred, or three-year equivalent combination of education and experience. Prefer someone in recovery or familiar with 12 step treatment/support systems. Experience in data entry, health service billing or accounting preferred.

### **OTHER SKILLS AND ABILITIES**

Must be able to establish and maintain working relationships with clients, the public, vendors and co-workers. Must possess computer skills; ability to verify data input and correct errors. Knowledge of computer data security access procedures. Knowledge of quality control programming methods and procedures for online data entry. Familiarity with third party reimbursement requirements, I.H.S. documentation requirements (EHR and RPMS), Windows 7, ICD10, and DSM V Diagnosis. Ability to maintain confidentiality of records and information.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Michigan Drivers License

### **COMMENTS**

Indian Preference will apply.